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**Department of Energy**  
Richland Operations Office  
P.O. Box 550  
Richland, Washington 99352

03-FMD-0177

**MAR 31 2003**

Mr. Tom C. Fitzsimmons, Director  
State of Washington  
Department of Ecology  
P.O. Box 47600  
Olympia, Washington 98504

Mr. L. John Iani, Regional Administrator  
U.S. Environmental Protection Agency  
Region 10  
1200 Sixth Avenue  
Seattle, Washington 98101

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Addressees:

TRANSMITTAL OF FISCAL YEAR (FY) 2005 U.S. DEPARTMENT OF ENERGY (DOE),  
HEADQUARTERS (HQ) BUDGET FORMULATION GUIDANCE

Per Tri-Party Agreement Paragraph 149 A requirements, enclosed is the FY 2005 HQ Budget Formulation guidance received March 14, 2003, by DOE Richland Operations Office (RL) and DOE Office of River Protection (ORP). RL and ORP have not yet issued EM guidance to our contractors. A copy of local guidance to the contractors will be provided to you under separate cover within two weeks after issuance. If you have any questions for the Richland Operations Office, please contact Bob Tibbatts, Director of the Financial Management Division, at (509) 376-8669. If you have any questions for the Office of River Protection, please contact Jennifer Sands at (509) 373-4300.

Sincerely,

*W. Wade Ballard*

W. Wade Ballard, Assistant Manager  
for Planning and Integration

FMD:JLW

Enclosure

**MAR 31 2003**

Addressees  
03-FMD-0177

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cc w/encl:  
N. Ceto, EPA  
J. L. Sands, ORP  
M. A. Wilson, Ecology  
Administrative Record

## 6.0 FY 2005 Spring Budget Formulation Module

### 6.1 Policy and Topical Guidance

#### 6.1.1 Overview

Based on Deputy Secretary McSlarrow's memorandum dated December 5, 2002, the Office of Environmental Management (EM) will develop a multi-year budget submission for fiscal years (FY) 2005 to 2009 that will be consistent with President Bush's Management Agenda, the National Energy Policy, and Secretary Abraham's priorities.

The IPABS-IS Spring Update will collect the necessary budget information for the FY 2005 Request. Since the Limited Fall Update in December 2002, the IPABS-IS Review Team has conducted a thorough review of the Budget and Planning Modules of IPABS-IS. This review and subsequent management decisions based on the Team recommendations has resulted in some data requirement changes from previous IPABS-IS data collection efforts. *Therefore, please read this guidance package thoroughly.*

EM will be collecting budget data to support the FY 2005 budget formulation process and the FY 2005-2009 planning guidance using the following process:

- FY 2003 and FY 2004 budget authority data will be seeded based on the FY 2003 and FY 2004 columns of the FY 2004 Congressional Request.<sup>1</sup>
- All Offices should input the budget data required by this guidance for the FY 2005 formulation process in the IPABS-IS Budget Module by **April 25<sup>th</sup>**.
- FY 2006 through FY 2009 budget authority data will be derived using the FY 2006-2009 life-cycle cost data (See section 6.1.4.4).

<sup>1</sup> When the allocation of the FY 2003 appropriations is finalized, the FY 2003 Adjusted Appropriation will be utilized versus the FY 2003 column of the FY 2004 Request. Additional guidance will be distributed within the next few weeks regarding this process.

- All Offices should input the budget milestones required by this guidance for the FY 2005 formulation process via the IPABS-IS **Planning Module** by April 25<sup>th</sup>.

#### Contacts

If you have questions about the FY 2005 Spring Budget Formulation update, please use the table below to identify the appropriate individual(s) to contact.

| Area                             | Individual          | Phone Number |
|----------------------------------|---------------------|--------------|
| Budget Authority                 | Janice Fowler-Stull | 301-903-8130 |
| Budget Narratives                | Vicki Barden        | 301-903-8129 |
|                                  | Robin Riley         | 301-903-4825 |
| Construction Project Data Sheets | Barry Gaffney       | 301-903-7157 |
| Safeguards & Security            | Debbie Voigt        | 301-903-7162 |
| Corporate Performance Measures   | Dennis Hosaflook    | 202-586-7685 |
| Milestones                       | Kristin Sipes       | 202-586-1405 |
| Lifecycle Cost                   | Matt Zenkovich      | 202-586-4612 |
| Change Control Process           | Marc Jones          | 301-903-3072 |
| IPABS-IS System/User's Manual    | IPABS-IS Help Desk  | 703-748-8617 |

#### Data Submissions

All data submissions required by this guidance should be submitted ***no later than April 25<sup>th</sup> 8:00 p.m. EST.*** While the majority of the data requirements will be submitted online via IPABS-IS, there are some requirements that will be submitted offline. Online data submissions will include both IPABS-IS Budget Module and IPABS-IS Planning Module deliverables. Be sure to read each section of this guidance carefully to determine the appropriate submittal process.

#### Guidance Organization

This guidance package is organized as follows:

- Section 6.1 Policy and Topical Guidance
- Section 6.1.1 Overview
- Section 6.1.2 Schedule
- Section 6.1.3 Valid Project Baseline Summary (PBS) Structure
- Section 6.1.4 Budget Authority
- Section 6.1.5 Narratives
- Section 6.1.6 Performance Measures
- Section 6.1.7 Milestones
- Section 6.1.8 Construction Project Data Sheets
- Section 6.2 User's Manual
- Attachment A Valid PBS List (Planning and Budget)

- Attachment B EM FY 2005-FY 2009 Target Estimates
- Attachment C Comparable Life-Cycle Costs Used for IPABS-IS Validation (See Chapter 4)
- Attachment D EM Justification to Exceed Annual Funding Targets or Propose a Life-cycle Cost Increase (See Chapter 4)
- Attachment E Breakout of Office Targets by Geographic Site (See Chapter 4)
- Attachment F Draft DOE Policy on Cleanup Driven by Risk-Based End States (See Chapter 4)
- Attachment G Corporate Performance Measures Definitions
- Attachment H Safeguards and Security Appendices (Overview and Excel Spreadsheet Template)
- Attachment I Capital Construction Line Item Projects to be Reported in CPDS; External Line Item Reporting Requirements
- Attachment J Blank Baseline Change Proposal (BCP) Form

#### 6.1.2 Schedule

Key dates<sup>1</sup> and deliverables are listed in the following schedule:

| Date                   | Activity/Deliverable                                                                                                                                                                       |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| March 14, 2003         | Guidance for Spring Update for CY 2003 Planning and FY 2005 Budget Formulation issued                                                                                                      |
| Week of March 17, 2003 | IPABS-IS Planning Module open in CY 2003 configuration; Budget Module open in FY 2005 Formulation configuration                                                                            |
| April 25, 2003         | CY 2003 Planning and FY 2005 Budget Formulation data due via IPABS-IS (see Chapter 4 for information on the Planning process)                                                              |
|                        | Safeguards and Security Appendices submitted offline to Headquarters                                                                                                                       |
|                        | Field Office requests and justifications to submit a cost estimate that exceeds the annual funding targets due offline (see Chapter 4-Section 4.1.3 and Attachment D for more information) |

<sup>1</sup> All dates external to EM are estimated and are subject to Department's timetable.

| Date                                | Activity/Deliverable                                                                                                                                                                                                         |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                     | Baseline Change Proposals (BCPs) for a change in total lifecycle cost due offline (see Chapter 4-Section 4.1.3 for more information)                                                                                         |
|                                     | Spreadsheets that demonstrate how the annual funding targets for each Office with multiple geographic sites will be divided among the individual sites at that Office due (see Chapter 4-Section 4.1.3 for more information) |
| Week of April 28, 2003              | Assistant Secretary and the Configuration Control Board convene to review Field Office requests for above target cost estimates and BCPs                                                                                     |
| May 23, 2003                        | HQ review of field submission completed                                                                                                                                                                                      |
| May 23-June 5, 2003                 | HQ develops FY 2005 Corporate Review Budget (CRB) for submission to the Office of Management, Budget and Evaluation (OMBE). Stakeholder involvement in financial aspects of FY 2005 is suspended                             |
| June 6, 2003                        | EM Submits FY 2005 CRB Request to OMBE.                                                                                                                                                                                      |
| June 23, 2003                       | Life-cycle cost estimate frozen for use in Environmental Liability Statement                                                                                                                                                 |
| June 30, 2003                       | Spreadsheets to request PBS Uncertainty scores sent to the Field                                                                                                                                                             |
|                                     | PBS Summary Sheets (GEN-2) generated.                                                                                                                                                                                        |
| Mid to End of July 2003             | OMBE/Secretary of Energy hold FY 2005 budget hearings                                                                                                                                                                        |
| August 1, 2003                      | Uncertainty score spreadsheets due back from Field                                                                                                                                                                           |
| August 8, 2003                      | EM receives final Secretarial decision on the FY 2005 Request and begins developing the Office of Management and Budget (OMB) submission                                                                                     |
| August 26, 2003                     | EM transmits draft FY 2005 OMB budget submission to the OMBE for review and comment                                                                                                                                          |
| August 29, 2003                     | EM completes review of PBS Uncertainty scores and PBS Summary Sheets (GEN-2) signed                                                                                                                                          |
| August 26 through September 2, 2003 | OMBE review and comment period                                                                                                                                                                                               |
|                                     | EM finalization and incorporation of OMBE comments                                                                                                                                                                           |
| September 8, 2003                   | DOE submits FY 2005 Request to OMB                                                                                                                                                                                           |
| September 8, thru mid-November 2003 | EM responds to OMB information requests and participates in any OMB requested briefings on the FY 2005 Request                                                                                                               |
| Late November                       | OMB passes back funding decisions on the FY                                                                                                                                                                                  |

| Date                                    | Activity/Deliverable                                                                                                                                       |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2003                                    | 2005 Request                                                                                                                                               |
| Mid December 2003                       | EM receives final funding decisions on the FY 2005 Request                                                                                                 |
| Mid December 2003 to Early January 2004 | HQ and Field complete preparation of the FY 2005 Request. Develop fact sheets, budget highlights, and other summary information for FY 2005 budget rollout |

### 6.1.3 Valid PBS Structure

Attachment A provides the valid list of PBSs that will be available in the IPABS-IS Budget Module for the Spring Update.

#### Geologic Repository PBSs

During the Limited Fall Update in December 2002, PBSs were created at Headquarters to include scope related to the storage of EM high-level waste, the storage of EM non-legacy spent nuclear fuel, construction or upgrades to facilities to store high-level waste, and construction or upgrades to facilities to store spent nuclear fuel. Idaho, River Protection, Richland, and Savannah River provided input data for these PBSs as appropriate.

For the Spring Update in IPABS-IS, the Headquarters PBSs have again been separated into distinct PBSs that will display for each appropriate Office. The collected data will be consolidated into two PBSs at Headquarters. Funding sources within the consolidated Headquarters PBSs will continue to be distinguished by the appropriate "source" installation associations. Budget Authority (BA) Target has been included in each appropriate Office's Target to fund the Geologic Repository activities (e.g., the Target was not maintained at Headquarters).

#### Newly Generated Waste PBSs

During the Limited Fall Update in December 2002, two PBSs were created at Headquarters to include scope related to managing other programs' newly generated wastes (one for Science [ORNL] and one for NNSA [LLNL and Y-12]). Negotiations on the possible transfer of responsibility for these newly generated waste activities have not been finalized.

For the Spring Update in IPABS-IS, these PBSs will again display separately under the Oak Ridge and Oakland Offices in IPABS-IS. The collected data will be consolidated into two PBSs at Headquarters. Funding sources within the consolidated

Headquarters PBSs will continue to be distinguished by the appropriate "source" installation associations.

BA Target has been included in each appropriate Office's Target to fund these Newly Generated Waste activities (e.g., the Target was not maintained at Headquarters).

#### Rocky Flats Wildlife Refuge

Responsibility for the Rocky Flats Wildlife Refuge and Museum was transferred to the Idaho-Grand Junction Office (ID-GJ-0102) in FY 2004. FY 2004 funding was requested under Idaho; therefore, the BA target is included in the Idaho Office Target in FY 2005 and beyond (see Attachment B). It is the responsibility of Idaho-Grand Junction to submit all of the data required by this guidance. **The Rocky Flats Field Office should provide data to Idaho-Grand Junction as appropriate to facilitate a smooth transition and ease data input requirements on the part of Idaho-Grand Junction.**

#### Stewardship PBSs

Long-term stewardship costs were proposed for transfer as part of the FY 2004 Congressional Request. However, because EM is responsible for reporting stewardship costs as part of the FY 2003 Environmental Liability estimate, these data must be collected as part of the CY 2003 update. Attachment A reflects the creation of valid temporary "dummy" stewardship PBSs at all sites that crosswalked **COSTS** to the Grand Junction stewardship PBS or sites that might have long-term stewardship costs.

Please note that data entry for these "dummy" stewardship PBSs is limited to two specific tabs within the Planning Module only. **NO DATA ENTRY IS REQUIRED FOR THESE PBSs IN THE BUDGET MODULE.**

#### PBS Changes

Sites desiring to add a new PBS, delete an existing PBS, or modify an existing PBS should first contact Roger Butler, Deputy Assistant Secretary of Policy, Planning, and Budget or Bill Levitan in the Office of Planning and Analysis. If verbal approval is receiving, sites will be required to submit a formal BCP to the EM Configuration Control Board Secretary.



|              |                         |
|--------------|-------------------------|
| <b>6.1.4</b> | <b>Budget Authority</b> |
|--------------|-------------------------|

|                |                                                    |
|----------------|----------------------------------------------------|
| <b>6.1.4.1</b> | <b>Changes to Budget Authority Data Collection</b> |
|----------------|----------------------------------------------------|

**FY 2005 Funding Cases**

The Budget Authority distribution of the FY 2005 Request by PBS will be collected for *one funding level* (or case) only.

- BA data *will not* be split between the “Base” and a “Cleanup Reform Increment.”
- BA data *will not be collected* for a “Decrement” or “Planning” level.

**BA by Category / Subcategory**

The BA distribution of the FY 2005 Request by PBS *will no longer be collected* at the Category/Subcategory estimate level. Examples of the categories/subcategories were:

- Release site/cleanup,
- Release site/assessment,
- Facility decommissioning/assessment, and
- Facility decommissioning/cleanup.

**Five Category Crosscut of EM Activities**

EM *will no longer collect* the categorization of BA by the Five Crosscut Categories. The five crosscut categories were:

- Established Pathways for Closure and/or Cleanup,
- Waste, Materials and Facilities Disposition Operations,
- “Caretaker” Activities,
- DOE-Wide Environmental Services and Missions, and
- Other.

**Peer Review Project List**

The distribution of BA via the Peer Review Project List *will no longer be collected*.

|                                                   |
|---------------------------------------------------|
| <b>6.1.4.2 Budget Authority Data Requirements</b> |
|---------------------------------------------------|

The following BA data are required in the Spring FY 2005 Budget Formulation Update:

**Seeded Data**

***FY 2003:***<sup>1</sup>

- FY 2003 BA at the PBS level reflects the Comparable Amended Request<sup>2</sup> (the FY 2003 column of the FY 2004 Congressional Request): *These data are read only and are not open for editing.*
- State and associated installation data based on the FY 2004 Congressional Request, as well as expense type data were also seeded into IPABS-IS. *These data are read only and are not open for editing.*

**Seeded Data**

***FY 2004:***

- FY 2004 BA at the PBS level reflects the Congressional Request. *These data are read only and are not open for editing.*
- State and associated installation data based on the FY 2004 Congressional Request, as well as expense type data were also seeded into IPABS-IS. *These data are read only and are not open for editing.*

<sup>1</sup> When the allocation of the FY 2003 appropriations is finalized, the FY 2003 Adjusted Appropriation will be utilized versus the FY 2003 column of the FY 2004 Request. Additional guidance will be distributed within the next few weeks regarding this process.

<sup>2</sup> The FY 2003 Congressional Request, as it was "remixed" within each congressional control point; plus the FY 2003 Cleanup Reform increment.

**FY 2005:****Data Collection****BA Distribution by PBS**

- Offices are required to distribute their FY 2005 BA funding allocation by PBS based on the Targets provided in Attachment B. This funding level fully supports the closure and acceleration focus of EM's cleanup reform initiative.
- The distribution of BA by PBS should be consistent with each site's accelerated cleanup strategy/Performance Management Plans, where applicable.
- The distribution of BA should also accommodate the minimum amount of funding necessary to be in compliance with Executive Order 12088.

**PBS BA Distribution by State/Installation**

- **For a few specific PBSs**, Offices must allocate the Total PBS BA amount among the valid State and associated installations. For all PBSs other than those listed below, the State/installation association is obtained from the PBS identification information. The total of the State/installation allocations must equal the "Total PBS BA" amount. A State/installation allocation is required for the following Sites/PBSs **only**:
  - *Albuquerque/Sandia*: AL-SN-0030
  - *Nevada*: NV-0030
  - *Program Direction*: PD-0100
  - *Technology Development*: HQ-TD-0100

**PBS BA Distribution by Expense Type**

- **For each PBS**, all Offices must allocate the Total PBS BA amount among the valid expense types (e.g., operating, capital equipment, general plant project, and/or line item). The total of the expense type allocations must equal the Total PBS BA allocation for each PBS.

**6.1.4.3 Outyear Budget Authority for FY 2006-2009**

FY 2006 through FY 2009 budget authority data will be derived from the FY 2006-FY 2009 life-cycle cost data collected in the Planning Module at the PBS level (see Chapter 4 for further detailed guidance regarding the Planning update). It will be assumed for purposes of this budget cycle that costs equal BA for FY 2006-FY 2009. The only exception will be PBSs that were previously funded as *privatization* projects, which can cause

significant differences between BA and costs; BA profiles for these PBSs can be provided separately offline.

For the PBS level life-cycle cost update, life-cycle cost totals at the site level cannot change AND the annual cost estimate for FY 2006 and beyond must not exceed the targets provided in Attachment B. (See Chapter 4 for further detailed guidance regarding the Planning update.)

#### 6.1.4.4 Safeguards and Security (S&S)

##### Additional Crosscut Information

Additional S&S crosscut information beyond the summary data collected through IPABS-IS is required as part of the Spring Update. This additional S&S crosscut data will be collected separately offline from the IPABS-IS data submittal. **Attachment H provides further guidance regarding the detailed S&S data requirements to be submitted offline.**

The FY 2005 S&S Field Budget Request for EM S&S funding will follow the Office of Management, Budget and Evaluation guidance for inflation rates by using the adjusted<sup>1</sup> FY 2003 President's Budget funding as the base year. Each Office should also comply with any other supplemental S&S requirements distributed by EM (see Attachment H) or the Department.

Safeguards and Security-related programmatic/content questions should be directed to Karen Stewart, EM-3, 301-903-9934. Safeguards and Security budget questions should be directed to Debbie Voigt, EM-12, 301-903-7162. The Appendices<sup>2</sup> required by Attachment H should be submitted to Headquarters **no later than April 25, 2003**, via email to Debbie Voigt at [debbie.voigt@em.doe.gov](mailto:debbie.voigt@em.doe.gov) and Karen Stewart at [karen.stewart@em.doe.gov](mailto:karen.stewart@em.doe.gov).

<sup>1</sup> "Adjusted" is all currently known S&S funding profiles which may include FY 2003 Approved Funding Program changes that carry outyear mortgage implications (e.g., additional SPOs or line item construction).

<sup>2</sup> A blank template (Excel spreadsheet) will be provided electronically in conjunction with this guidance package for use in preparing the Appendices required by Attachment H.

### 6.1.5 Narratives

The primary purpose of the budget justification document is to describe what accomplishments and progress will be made by the EM program in FY 2005 for the funding being requested. In addition, the FY 2005 EM program accomplishments should be described in the context of what has already been achieved (e.g., Prior Year and Current Year Accomplishments) and where the program is headed in the future (e.g., Life-cycle Context).

Narratives for FY 2005 Spring Budget Formulation will be collected at the PBS level in both the Planning and Budget Modules of IPABS-IS.

#### *Planning Module:*

- **Life-Cycle Project Description:** This narrative will be collected in the Planning Module and displayed in the Budget Module. See Chapter 4 for detailed guidance on what should be included in the life-cycle project description.

#### *Budget Module*

- **Prior Year Accomplishments (FY 2003).** This field has been seeded with the prior year accomplishments narrative submitted as Phase I of the FY 2004 Fall Update on December 26, 2002.

Each Office must update this narrative field to provide brief concise narratives describing the prior year key accomplishments. FY 2003 should reflect the Amended Request (consistent with the FY 2003 column of the FY 2004 Congressional Request)<sup>1</sup>. Accomplishments should be written using the following guidelines:

- Be clear and concise;
- Do NOT write from a technical perspective;
- Use an outcome-oriented focus, concentrating on "on the ground" completions;
- Be consistent with the site's accelerated cleanup strategy; and,

<sup>1</sup> When the allocation of the FY 2003 appropriations is finalized, the FY 2003 Adjusted Appropriation will be utilized versus the FY 2003 column of the FY 2004 Request. Additional guidance will be distributed within the next few weeks regarding this process.

- Do NOT attempt to describe each and every dollar – include only **KEY activities**.

*Example Prior Year key accomplishments:*

- Completed Project 98-D-453, Plutonium Stabilization and Packaging System, one year ahead of schedule followed by hot startup (FY 2003).
- Completed disposition of Hanford ash by shipment to Hanford's Central Waste Complex (FY 2003).
- Completed solutions stabilization and repackaging (FY 2003).
- Successfully started sand, slag, and crucible and polycube stabilization (FY 2003).

- **Current Year Accomplishments (FY 2004).** These accomplishments are consistent with the FY 2004 Congressional Request. *These data are read only and cannot be edited.*
- **Budget Year Planned Accomplishments (FY 2005).** Provide a brief concise narrative describing the planned accomplishments at the FY 2005 funding level. Accomplishments should be written using the following guidelines:
  - Be clear and concise;
  - Do NOT write from a technical perspective;
  - Use an outcome-oriented focus, concentrating on "on the ground" completions;
  - Be consistent with the site's accelerated cleanup strategy; and,
  - Do NOT attempt to describe each and every dollar – include only **KEY activities**.

*Examples of Budget Year Accomplishments narratives:*

- In FY 2005, the following activities are planned to support the accelerated cleanup of the Rocky Flats Environmental Technology Site.
- Complete hazards removal and stabilization in several facilities in preparation for decommissioning in FY 2004 and demolition in FY 2005.
  - Demolish fourteen smaller structures including a radio tower, water supply tank, some security systems, and several storage tanks.
  - Consolidate and/or move on-site personnel into off-site facilities to vacate facilities scheduled for hazard removal and stabilization.

In FY 2005, the following activities are planned to support the accelerated cleanup of the Richland Office.

- Stabilization, packaging and shipment of the special nuclear materials and residues from the Plutonium Finishing Plant Complex:
  - Complete repackaging of all remaining residues and transport them to Hanford's Central Waste Complex for eventual transport to the Waste Isolation Pilot Plant.
  - Complete stabilization and packaging of plutonium-bearing oxides and mixed oxides at the Plutonium Finishing Plant by the milestone date of February 18, 2004, placing these materials in a form for long-term storage.
  - Continue with shipments of stabilized material from the Plutonium Finishing Plant to the Savannah River Site or construct alternate storage facility so as to support completion of special nuclear material de-inventory by September 30, 2005, nine years ahead of schedule.
  - Complete definitive design and construction of the alternative on-site special nuclear material storage facility if the shipment to the Savannah River Site is not initiated in FY 2003.
- Cleanout and demolition of facilities:
  - Work will continue on accelerated de-inventory and decommissioning activities with emphasis on legacy plutonium holdup removal in the main former processing building (234-5Z), deactivation of the inactive incinerator building and protected area reduction.
  - Continue Plutonium Reclamation Facility canyon cleanout activities and product receiver can disposal.
  - Start glovebox cleanout and removal activities, process duct removal, and process vacuum system removal activities in the 234-5Z building.

- **Explanation of Changes.** The purpose of this narrative is to explain the funding change from the FY 2004 Congressional Request to FY 2005 for each PBS. Explaining the funding deltas is particularly important with respect to justifying the accelerated cleanup strategy and any funding delta as a result of this strategy.

*Example Explanation of Change narrative:*

- Increased funding supports accelerated cleanup progress on legacy plutonium holdup removal in the 234-5Z building; deactivation of the 232-Z facility; and glove box, process vacuum, and ventilation ducting cleanout and removal activities in the 234-5Z building.

#### 6.1.6 Performance Measures

Performance measurement is mandated by the Government Performance and Results Act (GPRA) of 1993 and is central to other legislation, Administration initiatives, and OMB criteria. EM collects performance measure data for use to develop an integrated FY 2005 performance-based budget that clearly demonstrates the program and project results expected for the resources requested.

IPABS-IS has been seeded with the EM life-cycle corporate performance measure (Gold Chart) data. A list of EM corporate performance measures and their definitions can be found in Attachment G. (Note that the definitions for remediation completions and geographic site completions have been modified.)

##### Seeded Data

Data seeded in IPABS-IS are based on the latest version of the Gold Chart (Rev. 2). Changes reflected in Rev. 2 are based on BCPs approved at the February 28, 2003 meeting of the Configuration Control Board. The corporate performance measure (Gold Chart) data are based on the November 22, 2002 submittal in the old PBS structure and crosswalked to the new PBS structure for the December 9, 2002 submittal.

##### Data Collection

***Performance measure quantities are being collected in the Planning Module. Please see Chapter 4 of the guidance for more information.***

##### Data Change Control

Future changes to the quarterly target quantities identified for FY 2003, the annual totals for FY 2004 and FY 2005, or the life-cycle totals will be managed through the EM Headquarters Configuration Control Board. The monthly quantities for FY 2004 will be placed under change control beginning in FY 2004.

#### 6.1.7 Milestones

Milestones describe planned project and program accomplishments that often are not captured or described in EM's corporate performance measures. ***These milestones should be outcome-oriented and consistent with the site's accelerated cleanup strategy.*** Each PBS will not necessarily have a milestone associated with it. However, for those PBSs that are associated with conducting "on-the-ground" work toward an end-state,



milestones that indicate the project or activity's progress or completion should be reported.

#### Data Collection

EM needs to collect "budget" milestones for FY 2005-FY 2009. Milestones will be entered in the *Planning Module*. Each milestone should be tagged as a budget milestone and a completion date should be provided. *See Chapter 4 for further guidance.* All other milestones can be entered in the Planning Module as well.

### 6.1.8 Construction Project Data Sheets

#### CPDS Reporting Requirements

For the Spring Update, construction project data sheet information will be collected via the IPABS-IS Construction Project Data Sheet (CPDS) Module for all existing and any proposed capital asset projects. It is expected that the Department, the Office of Management and Budget (OMB), and Congress will want to receive this data for any capital asset projects requesting FY 2005 funding. Attachment I provides a list of projects for which data must be reported in the CPDS Module of IPABS-IS during the Spring Update.

#### PED Reporting Requirements

Project engineering and design (PED) funding is requested in one consolidated line item datasheet with multiple subprojects (from multiple sites). For the Spring Update, each subproject will be treated as a separate line item project at the respective Office (against the appropriate PBS) for data input purposes. After the data are collected through IPABS-IS, the subproject datasheets will be consolidated into one line item datasheet for presentation in the budget request.

#### Exhibit 300 Reporting Requirements

The OMB requires an Exhibit 300 for all capital asset acquisitions with a Total Estimated Cost (TEC) equal to or exceeding \$20 million. Attachment I provides a list of the capital asset acquisitions for which Exhibit 300 forms must be updated from the December 2002 FY 2004 Congressional submission. *This update is prepared external to IPABS-IS<sup>1</sup>.*

#### Non-Line Item Controlled Project Reporting Requirements

In addition to the detailed line item construction project datasheets required for the projects that are (or will be) congressional control points, various other projects will require a data submittal via IPABS-IS CPDS Module. Attachment I provides a list of "non-line

<sup>1</sup> The Office of Budget (EM -12) will provide each site (separately from this guidance) with their respective FY 2004 Congressional electronic version of the Exhibit 300 forms for revision during the Spring Update.

item controlled” projects for which data must be reported in the CPDS Module of IPABS-IS during the Spring Update.

**Offline Data Submittal**

The **offline data** (the Exhibit 300 forms) required by Section 6.1.8 of this guidance should be submitted to Barry Gaffney, EM-12, via email at [Barry.Gaffney@em.doe.gov](mailto:Barry.Gaffney@em.doe.gov) no later than **April 25<sup>th</sup> 8pm EST**.

**Contacts**

Specific questions related to construction project datasheet reporting requirements should be directed to Barry Gaffney, EM-12, 301-903-7157. For questions regarding CPDS Module of IPABS-IS, please contact the IPABS Help Desk at 703-748-8617.

# Valid List of PBSs for CY 2003 Planning and FY 2005 Spring Budget Update

Attachment A

| Office / Appropriation / Program Account     | PBS Number    | PBS Title                                                                                                        | PBS Title Post-Closure Scope | Summary of PBS |
|----------------------------------------------|---------------|------------------------------------------------------------------------------------------------------------------|------------------------------|----------------|
| Def Site Accel Compl / 2006 Accel Compl      | OH-MB-0030    | Soil and Water Remediation-Miamisburg                                                                            |                              |                |
| Def Site Accel Compl / 2006 Accel Compl      | OH-MB-0040    | Nuclear Facility D&D-Miamisburg                                                                                  |                              |                |
| Def Env Serv / Non-Clos Env Activ            | OH-MB-0100    | Miamisburg Post-Closure Administration                                                                           | X                            |                |
| Def Env Serv / Comm & Reg Suppt              | OH-MB-0101    | Miamisburg Community and Regulatory Support                                                                      |                              |                |
| N/A                                          | OH-MB-LTS     | Miamisburg Long-Term Stewardship                                                                                 |                              | X              |
| Def Site Accel Compl / 2006 Accel Compl      | OH-OPS-0900-D | Pre-2004 Completions (Defense)                                                                                   |                              |                |
| Non-Def Site Accel Compl / 2006 Accel Compl  | OH-OPS-0900-N | Pre-2004 Completions (Non-Defense)                                                                               |                              |                |
| Non-Def Site Accel Compl / 2006 Accel Compl  | OH-WV-0012    | SNF Stabilization and Disposition-West Valley                                                                    |                              |                |
| Non-Def Site Accel Compl / 2012 Accel Compl  | OH-WV-0013    | Solid Waste Stabilization and Disposition-West Valley                                                            |                              |                |
| Non-Def Site Accel Compl / 2035 Accel Compl  | OH-WV-0014    | Radioactive Liquid Tank Waste Stabilization and Disposition-West Valley High-Level Waste Storage                 |                              |                |
| Def Site Accel Compl / S&S                   | OH-WV-0020    | Safeguards and Security-West Valley                                                                              |                              |                |
| Non-Def Site Accel Compl / 2012 Accel Compl  | OH-WV-0040    | Nuclear Facility D&D-West Valley                                                                                 |                              |                |
| N/A                                          | OH-WV-LTS     | West Valley Long-Term Stewardship                                                                                |                              | X              |
| <b><u>Richland</u></b>                       |               |                                                                                                                  |                              |                |
| Def Site Accel Compl / 2012 Accel Compl      | RL-0011       | NM Stabilization and Disposition-PFP                                                                             |                              |                |
| Def Site Accel Compl / 2012 Accel Compl      | RL-0012       | SNF Stabilization and Disposition                                                                                |                              |                |
| Def Site Accel Compl / 2035 Accel Compl      | RL-0013       | Solid Waste Stabilization and Disposition-200 Area                                                               |                              |                |
| Def Site Accel Compl / S&S                   | RL-0020       | Safeguards and Security                                                                                          |                              |                |
| Def Site Accel Compl / 2035 Accel Compl      | RL-0030       | Soil and Water Remediation-Groundwater/Vadose Zone                                                               |                              |                |
| Def Site Accel Compl / 2035 Accel Compl      | RL-0040       | Nuclear Facility D&D-Remainder of Hanford                                                                        |                              |                |
| Def Site Accel Compl / 2012 Accel Compl      | RL-0041       | Nuclear Facility D&D-River Corridor Closure Project                                                              |                              |                |
| Non-Def Env Serv / Environ. Cleanup Projects | RL-0042       | Nuclear Facility D&D-Fast Flux Test Facility Project                                                             |                              |                |
| Def Site Accel Compl / 2035 Accel Compl      | RL-0080       | Operate Waste Disposal Facility                                                                                  |                              |                |
| Def Env Serv / Comm & Reg Suppt              | RL-0100       | Richland Community and Regulatory Support                                                                        |                              |                |
| Def Site Accel Compl / 2006 Accel Compl      | RL-0900       | Pre-2004 Completions                                                                                             |                              |                |
| Def Env Serv / Non-Clos Env Activ            | HQ-SNF-0012X  | SNF Stabilization and Disposition-Storage Operations Awaiting Geologic Repository                                |                              |                |
| N/A                                          | RL-LTS        | Richland Long-Term Stewardship                                                                                   |                              | X              |
| <b><u>River Protection</u></b>               |               |                                                                                                                  |                              |                |
| Def Site Accel Compl / 2035 Accel Compl      | ORP-0014      | Radioactive Liquid Tank Waste Stabilization and Disposition                                                      |                              |                |
| Def Site Accel Compl / 2012 Accel Compl      | ORP-0060      | Major Construction-Waste Treatment Plant                                                                         |                              |                |
| Def Env Serv / Non-Clos Env Activ            | HQ-HLW-0014X  | Radioactive Liquid Tank Waste Stabilization and Disposition-Storage Operations Awaiting Geologic Repository      |                              |                |
| Def Env Serv / Non-Clos Env Activ            | HQ-HLW-0014Y  | Radioactive Liquid Tank Waste Stabilization and Disposition-New/Upgraded Facilities Awaiting Geologic Repository |                              |                |

# Valid List of PBSs for CY 2003 Planning and FY 2005 Spring Budget Update

Attachment A

| Office / Appropriation / Program Account | PBS Number   | PBS Title                                                                                                        | PBS with Post-Closure Scope? | Dummy LTS PBS Active for Planning ONLY |
|------------------------------------------|--------------|------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------------------|
| N/A                                      | ORP-LTS      | ORP Long-Term Stewardship                                                                                        |                              | X                                      |
| <b><u>Rocky Flats</u></b>                |              |                                                                                                                  |                              |                                        |
| Def Site Accel Compl / 2006 Accel Compl  | RF-0011      | NM Stabilization and Disposition                                                                                 |                              |                                        |
| Def Site Accel Compl / 2006 Accel Compl  | RF-0013      | Solid Waste Stabilization and Disposition                                                                        |                              |                                        |
| Def Site Accel Compl / S&S               | RF-0020      | Safeguards and Security                                                                                          |                              |                                        |
| Def Site Accel Compl / 2006 Accel Compl  | RF-0030      | Soil and Water Remediation                                                                                       |                              |                                        |
| Def Site Accel Compl / 2006 Accel Compl  | RF-0040      | Nuclear Facility D&D-North Side Facility Closures                                                                |                              |                                        |
| Def Site Accel Compl / 2006 Accel Compl  | RF-0041      | Nuclear Facility D&D-South Side Facility Closures                                                                |                              |                                        |
| Def Env Serv / Non-Clos Env Activ        | RF-0100      | Rocky Flats Environmental Technology Site Contract Liabilities                                                   | X                            |                                        |
| Def Env Serv / Comm & Reg Suppt          | RF-0101      | Rocky Flats Community and Regulatory Support                                                                     |                              |                                        |
| N/A                                      | RF-LTS       | Rocky Flats Long-Term Stewardship                                                                                |                              | X                                      |
| <b><u>Savannah River</u></b>             |              |                                                                                                                  |                              |                                        |
| Def Site Accel Compl / 2006 Accel Compl  | SR-0011A     | NM Stabilization and Disposition-2006                                                                            |                              |                                        |
| Def Site Accel Compl / 2012 Accel Compl  | SR-0011B     | NM Stabilization and Disposition-2012                                                                            |                              |                                        |
| Def Site Accel Compl / 2035 Accel Compl  | SR-0011C     | NM Stabilization and Disposition-2035                                                                            |                              |                                        |
| Def Site Accel Compl / 2035 Accel Compl  | SR-0012      | SNF Stabilization and Disposition                                                                                |                              |                                        |
| Def Site Accel Compl / 2035 Accel Compl  | SR-0013      | Solid Waste Stabilization and Disposition                                                                        |                              |                                        |
| Def Site Accel Compl / 2012 Accel Compl  | SR-0014B     | Radioactive Liquid Tank Waste Stabilization and Disposition-2012                                                 |                              |                                        |
| Def Site Accel Compl / 2035 Accel Compl  | SR-0014C     | Radioactive Liquid Tank Waste Stabilization and Disposition-2035                                                 |                              |                                        |
| Def Site Accel Compl / S&S               | SR-0020      | Safeguards and Security                                                                                          |                              |                                        |
| Def Site Accel Compl / 2035 Accel Compl  | SR-0030      | Soil and Water Remediation                                                                                       |                              |                                        |
| Def Site Accel Compl / 2035 Accel Compl  | SR-0040      | Nuclear Facility D&D                                                                                             |                              |                                        |
| Def Site Accel Compl / 2035 Accel Compl  | SR-0050      | Non-Nuclear Facility D&D                                                                                         |                              |                                        |
| Def Env Serv / Non-Clos Env Activ        | SR-0100      | Non-Closure Mission Support                                                                                      |                              |                                        |
| Def Env Serv / Comm & Reg Suppt          | SR-0101      | Savannah River Community and Regulatory Support                                                                  |                              |                                        |
| Def Site Accel Compl / 2006 Accel Compl  | SR-0900      | Pre-2004 Completions                                                                                             |                              |                                        |
| Def Env Serv / Non-Clos Env Activ        | HQ-HLW-0014X | Radioactive Liquid Tank Waste Stabilization and Disposition-Storage Operations Awaiting Geologic Repository      |                              |                                        |
| Def Env Serv / Non-Clos Env Activ        | HQ-HLW-0014Y | Radioactive Liquid Tank Waste Stabilization and Disposition-New/Upgraded Facilities Awaiting Geologic Repository |                              |                                        |
| Def Env Serv / Non-Clos Env Activ        | HQ-SNF-0012X | SNF Stabilization and Disposition-Storage Operations Awaiting Geologic Repository                                |                              |                                        |
| N/A                                      | SR-LTS       | Savannah River Long-Term Stewardship                                                                             |                              | X                                      |

## **Various Locations**

Albuquerque

## Attachment B

**EM FY 2005 - FY 2009 Target Estimates**  
(Thousands of Current Year Dollars)

| Office <sup>a</sup> | (1)<br>FY 2003<br>Comparable<br>Request | (2)<br>FY 2004<br>Comparable<br>Request | (3)<br>FY 2005<br>Estimated<br>Target | (4)<br>FY 2006<br>Estimated<br>Target | (5)<br>FY 2007<br>Estimated<br>Target | (6)<br>FY 2008<br>Estimated<br>Target | (7)<br>FY 2009<br>Estimated<br>Target | (8)<br>Annual Target<br>FY 2010<br>thru Site<br>Completion |
|---------------------|-----------------------------------------|-----------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|------------------------------------------------------------|
| Richland            | 851,691                                 | 962,778                                 | 1,045,628                             | 981,784                               | 941,156                               | 785,782                               | 801,489                               | 801,489                                                    |
| River Protection    | 1,132,113                               | 1,079,316                               | 1,117,943                             | 1,043,852                             | 998,627                               | 822,121                               | 838,556                               | 838,556                                                    |
| Subtotal, EM        | \$ 7,321,140                            | \$ 7,692,278                            | \$ 8,078,492                          | \$ 7,649,321                          | \$ 6,700,752                          | \$ 4,933,672                          | \$ 5,032,343                          | \$ 5,032,343                                               |
| Offsets             | (443,344)                               | (453,344)                               | (463,000)                             | (474,000)                             | (485,000)                             | -                                     | -                                     | -                                                          |
| Total, EM           | \$ 6,877,796                            | \$ 7,238,934                            | \$ 7,615,492                          | \$ 7,175,321                          | \$ 6,215,752                          | \$ 4,933,672                          | \$ 5,032,343                          | \$ 5,032,343                                               |

<sup>a</sup>Office numbers include Safeguards and Security, Newly Generated Waste, and Geologic Repository funding; and exclude Program Direction and Technology Development and Deployment funding.